

Dear Parent/Guardian:

This letter is intended for parents who have children enrolled at either a family day care home or a child care center. We are required to provide meal benefits to all enrolled children. Please help us comply with the requirements of the U.S. Department of Agriculture's (USDA) Child and Adult Care Food Program (CACFP) by completing the Meal Benefit Form.

For Children Enrolled In A Family Day Care Home:

Your child is enrolled at the home of _____, who is a tier II family day care home provider participating in USDA's CACFP through an agreement with our agency. Under this agreement, your family day care home provider receives reimbursement for meals served to your child while in care. The amount of reimbursement received by your family day care home provider depends on the income of the households of children in care. Please complete the enclosed Meal Benefit Form and return it to us as soon as possible. **Please do not return the Meal Benefit Form to your family day care home provider.**

Depending on your family size and income, your family day care home provider will be reimbursed at either a higher tier I reimbursement or at a lower tier II reimbursement for your child's meals. If your household currently receives benefits under:

- the Food Stamp Program;
- Temporary Assistance for Needy Families (TANF);
- the Food Distribution Program on Indian Reservations (FDPIR); or
- any eligible Federal or State supported child care or other benefit program (See attached List of Other Categorically Eligible Programs.),

you only need to list your current Food Stamp, TANF, FDPIR, or other program case number on the Meal Benefit Form. You must also have an adult sign, date and provide his or her social security number on the Meal Benefit Form, or write "none" if the adult does not have a social security number. Your family day care home provider will then be eligible to receive the higher tier I reimbursement for meals served to your children.

However, if your household does not receive benefits under Food Stamps, TANF, FDPIR, or other eligible programs listed on the List of Other Categorically Eligible Programs, please complete the Meal Benefit Form and make sure you:

- provide the names of all household members and their income by source; and
- have an adult sign, date and provide his or her social security number, or write "none" if the adult does not have a social security number.

For Children Enrolled In A Child Care Center:

Please complete, sign and return the attached Meal Benefit Form to us as soon as possible. All children enrolled in our center receive their meals at no separate charge, but the determination of eligibility category affects the amount of Federal funding received by our center.